

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Woodbury Child Development Center, Inc.	<b>Center ID#:</b> 08WOO0001	<b>County:</b> Gloucester
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<b>Address:</b> 36 Carpenter Street	<b>City:</b> Woodbury	<b>Zip Code:</b> 08096	<b>Email:</b>
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<b>Phone:</b> (856) 845-2243	<b>Fax:</b>	<b>Initial Inspection:</b> 1/13/2015	<b>License Status:</b> R 9/13/2015
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Due Date(s):*	1/27/2014	2/17/2015	3/18/2015	4/3/2015	4/2/2015	4/15/2015
Date(s) Reinspection:	2/3/2015	2/18/2015	3/3/2015	3/19/2015	4/1/2015	4/14/2015
Due Date(s):*	4/28/2015	5/22/2015	6/1/2015	6/18/2015		
Date(s) Reinspection:	5/8/2015	5/18/2015	6/4/2015	6/18/2015		
Due Date(s):*						
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**Center is in compliance with requirements as of:** 6/18/2015 *\*Reinspection occurs on or soon after due date*

3/3/2015 complaint 124; 3/19/15 complaint 198; 4/1/15 complaint 251; 4/14/15 complaint 288; 5/18/15 complaint 398 & 403; 6/4/15 IAIU 450

Renewal ☐ Initial ☐ Monitor ☐ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☒ Complaint # 5,122,124

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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**Supervision, Staff/Child Ratios & Space**

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|  |  | <input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks. |
|  |  | <input type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.  |

Notes:

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| 3/19/2015 | 5/8/2015 | <input checked="" type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.         |
| 3/19/2015 | 4/1/2015 | <input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime. |

Notes:

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|           |          | <input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age |
|           |          | <input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.   |
|           |          | <input type="checkbox"/> 7. Post the center's license in a prominent location in each building.   |
| 5/18/2015 | 6/4/2015 | <input checked="" type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.                       |

Notes:

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|          |          | <input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children. |
| 4/1/2015 | 6/4/2015 | <input checked="" type="checkbox"/> 10. Ensure the children's health, safety and well-being.   |

Notes:

**Activities & Discipline**

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|  |  | <input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities. |
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*Note: If number is checked, see attachment page(s) for clarification.*

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
2/18/2015	2/18/2015	<input checked="" type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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**Nutrition & Rest**

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cnd/care/childcare.htm">www.fus.usda.gov/cnd/care/childcare.htm</a> ))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

**Administration & Parent Involvement**

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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**Program Records**

		<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

		<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

		<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
5/18/2015	6/4/2015	<input checked="" type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/cpscpub/prerel/prerel.html">www.cpsc.gov/cpscpub/prerel/prerel.html</a>

**Sanitation & Diapering**

1/13/2015	2/3/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
5/18/2015	6/4/2015	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
5/18/2015	6/4/2015	<input checked="" type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

**Note:** If number is checked, see attachment page(s) for clarification.

**Health & Fire Safety**

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
		<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
5/18/2015	5/18/2015	<input checked="" type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

**Bathroom & Kitchen Facilities**

		<input type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes:

**Building Maintenance**

1/13/2015	4/1/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

		<input type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

**Outdoor Play Area, Equipment and Maintenance**

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

**ALERT:** Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Kelisa M. Felice/Kelley Scheller; Rebecca Ayres

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
34	1/13/2015	2/3/2015	Wash and disinfect diapering surface after each use in the nursery room.	Delete
47	1/13/2015	4/1/2015	Maintain the building structure to prevent leaks from ceiling in room 6. Recited 5/18/2015: Secure the toddler table in the cafeteria.	Delete
500	1/13/2015	2/3/2015	Ensure that beverages provided by the center are stored and served in a safe and sanitary manner in the nursery room.	Delete
18	2/18/2015	2/18/2015	Based on complaint investigation, center needs to ensure positive methods of guidance and discipline are afforded to all children and prohibit corporal and/or emotional punishment.	Delete
501	2/18/2015	3/3/2015	Based on complaint investigation, center needs to retrain all staff on the center's discipline policy.	Delete
3	3/19/2015	5/8/2015	Develop and implement a method to keep track of all children in the infant room and the after care program.	Delete
4	3/19/2015	6/4/2015	Maintain required staff to meet ratios in the infant room wherein 4 children were awake and 1 was sleeping with 1 staff present and 2 were needed. 4/1/15: Based on complaint, documentation shows that the Busy Bears classroom is out of ratio occasionally in the morning. Recited 5/18/15: During a complaint investigation the Busy Bears classroom had 24 children ages 18 months to 3 years with 3 staff when an additional was needed at 8:15 a.m.; 14 children ages 18 months to 3 years with 2 staff when an additional was needed at 3:30 p.m.; and 24 school age children with 1 staff when an additional was needed at 8:00 a.m.	Delete
502	3/19/2015	5/8/2015	Create a separate sign in and out sheet for before care and after care.	Delete
3	4/1/2015	6/4/2015	Develop and implement a method to keep track of all children in room 3 wherein staff had to count several times to figure out how many children were in their care in the morning. Recited 5/18/15: Develop and implement a method to keep track of all children in the before care wherein staff said there were 20 and there were 24; and room 3 wherein staff had to count and gave the wrong number.	Delete
10	4/1/2015	6/4/2015	Ensure that the child restraint straps located in the yellow bucket seats are used at all times. 5/18/15: Based on a complaint, ensure a safe environment is maintained at all times throughout the center wherein the front door was propped and not monitored. 5/18/15: Based on a complaint, ensure that safe conditions are maintained at all times throughout the center wherein a named staff would lose control of their class and send children to the front where they sat in chairs until parent's were notified and/or sent home.	Delete
18	3/3/2015	3/3/2015	Based on a complaint, the center needs to ensure appropriate and positive interactions between the staff and the children wherein a named staff was observed removing a child's lunch from them as a means of discipline.	Delete
18	3/19/2015	4/14/2015	Based on a complaint, the center needs to ensure age appropriate options for rewarding children.	Delete
8	5/18/2015	6/4/2015	Operate within each room's capacity wherein room three had 24 children and 16 are allowed and room seven had 19 and 18 are allowed.	Delete
30	5/18/2015	6/4/2015	Based on a complaint, provide additional training for named staff on positive methods of guidance and discipline with the children as the named staff member was not present at the recent training.	Delete
35	5/18/2015	6/4/2015	Ensure children wash their hands with soap and running water before intake of food throughout the center.	Delete
35	5/18/2015	6/4/2015	Ensure children wash their hands with soap and running water after coming in contact with body fluids.	Delete
36	5/18/2015	6/4/2015	Ensure staff wash their hands with soap and running water before preparing or serving food throughout the center.	Delete
42	5/18/2015	6/4/2015	Ensure that the emergency exit in the cafeteria is unobstructed at all times.	Delete
503	5/18/2015	6/4/2015	a) Based on a complaint, ensure that all accidents/incidents are documented and parents are notified of all head injuries immediately. b) Ensure that all accidents/incidents are documented and parents are notified of all head injuries immediately wherein one child was hit on the head by a spoon thrown by another child during breakfast.	Delete
2	5/18/2015	6/4/2015	Ensure that children are supervised by a staff member at all times wherein a staff member was unaware that the child sitting directly in front of her threw a spoon at another child during breakfast.	Delete
504	5/18/2015	6/4/2015	Based on a complaint, ensure that the expulsion policy provides adequate time to find alternate care for children expelled from the center due to behavior issues.	Delete
505	5/18/2015	6/18/2015	Based on a complaint, ensure that the number or persons transported does not exceed the manufacturer's prescribed occupancy of the school vehicle and the number of operable seat belts.	Delete
506	6/4/2015	6/4/2015	Based on an IAIU investigation, use positive methods of guidance and discipline consistent with children's ages and developmental needs: prohibit corporal and/or emotional punishment.	Delete
507	6/4/2015	6/4/2015	Based on an IAIU investigation, retrain all staff on the center's discipline policy.	Delete